

(1) Number of pages 5(2) Date of repair 2-5-1871(3) Initials of the Referencer

MADRAS RECORD OFFICE.

Government of Madras.

Public Works DEPARTMENT.

G.O. No. 1220	Press ~~Mis.~~
38-40	
Dated 2-5-	1871.

Not to be folded or roughly handled

*Proceedings of the Madras Government, Public Works Department,
2nd May 1871.*

Read the following papers —

No. 38. From the Acting Superintending Engineer, 1st Division, to the Secretary to Government, Public Works Department, dated Dowlaishweram, 4th April 1871, No 16

In forwarding, herewith, copy of a letter from the Executive Engineer in charge of Nos 1 and 2 Ranges, Godavery, relative to the difficulty experienced by him in keeping up the new form of Cash Abstract Book, lately circulated by the Controller of Public Works Accounts for the guidance of officers in charge of ranges, from daily reports of the cash transactions to be sent in by subordinate disbursing officers, I have the honour to state that I fully concur in all that Captain Hasted states, and as the object in view by the Accountant-General, Public Works Accounts, will be fully gained by the submission to the Controller of Public Works Accounts, Madras, of the bimonthly statements referred to in paragraph 5 of Captain Hasted's letter, I trust that this will be deemed sufficient.

2 All the late orders circulated about Range Officers' cash transaction are simply calculated to give them additional trouble, without any further benefit or security to Government, and the arrangements are mere revivals of proposals long ago disallowed as unnecessary and useless. The simple principle held in view, when the Manual was prepared, was that a single entry for any cash transaction in the records of the disbursing officer concerned was all that was required, and is all that the largest mercantile transactions do require; all further divisions, heads, etc., are quite useless, and mere waste of time

From the officer in charge of No 1, or Eastern Delta Range, Godavery District, to the Acting Superintending Engineer, 1st Division, dated Dowlaishweram, 16th March 1871, No 360

In acknowledging the receipt of your memorandum, No 3,989, accompanying letter from Controller, I have the honour to inform you that, under the instructions conveyed by the Controller, the bimonthly lists of Cheques can be made out without difficulty, but to keep up the Cash Abstract Book as directed, from daily reports of cash transactions to be sent in by subordinate disbursing officers, seems to me hardly practicable

2. In my range there are at present twelve subordinate disbursing officers, several of them at a considerable distance from head-quarters, and the reports must necessarily reach the Range Office very irregularly. The report from the lower part of the Nagaram Island, for instance, would generally be at least one day behind those in the Eastern Delta, and to enable the heads of account to be separated in the range, it will be necessary to have a complete copy of Cash Book for the day sent by every subordinate

3 I cannot agree with the Accountant-General that the submission of these returns will not give the executive branch of the department any work or trouble at all, on the contrary, I mention that it entails work and anxiety on the Range Officer who has to write, probably, over a hundred Cheques in the month, or the disbursing subordinate who is required to submit a daily account, and as the Range Accountants who have to abstract from all these accounts daily and to prepare additional accounts

4 My own office is already overworked—the office-hours are now 9 hours a-day—and a great deal of work there remains to be done after hours. The compilation of twelve different daily accounts, besides the preparation of the bimonthly statements, must be a heavy addition to the work.

5 For the present, I have directed the disbursing subordinates to send bimonthly statements of their cash transactions, from which I can separate the cash transactions under the proper heads, and prepare the statements required. I venture to hope that, on your representation, this will be deemed sufficient. The range being extensive, the statements cannot be got in for two days after

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2nd May 1871.*

the fifteen days have expired, and as it very frequently happens I am away from head-quarters, and the Tappal takes two days to reach me, I cannot hold out any hopes of the statements being submitted earlier than the 4th and the 20th of each month

6 In writing thus I have no wish to throw difficulties in the way of preparing the necessary accounts, but looking to the time already given up by Range Officers to accounts solely, and the responsibility they incur for the correct preparation of these accounts, I wish to protest against their being overburdened with this work to the detriment of their proper executive duties

REFERRED to the Controller of Public Works Accounts for such observations as he may have to offer.

(Signed) CHARLES A ORR, Colonel, R E,
13th April 1871. *Secretary to Government, P.W.D.*

No 39. From the Controller of Public Works Accounts, to the Secretary to Government, Public Works Department, dated Madras, 14th April 1871, No 102.

In acknowledging the receipt of your endorsement on the accompanying letter from the Acting Superintending Engineer of the 1st Division, dated 4th April 1871, No. 16, I have the honour to state that the instructions recently circulated by this Office, and referred to by Major Fischer, are those contained in the enclosed Circulars of the Accountant-General of the Public Works Department, No. 42 of the 30th December 1870, and No. 2 of the 21st January 1871.

2. Several representations have been made to me of the additional work that those Circulars have thrown upon Range Office Establishments. In my own Office, the work of the Appropriation Branch has been materially added to, and I fear that, notwithstanding the strenuous efforts made by the members of that department to meet the additional demands upon their time and attention, no alternative will be left to me but to apply for an increased establishment to cope with the extra work thrown not only upon the Appropriation, but also on the Book and Salary Branches of the Office during the past fifteen months

3. The Manual requires the maintenance of cash abstracts of receipts and disbursements; but Clause IV. of paragraph 1 of Colonel Innes's Circular of the 30th December 1870 above quoted requires the books to be written up *daily*. This, as I understand it, means that the transactions of the Range Officer shall be written up daily as they occur, and those of Talook Overseers on the receipt of the latter's daily cash accounts in the Range Office. Hitherto Range Officers received copies of their Overseer's Cash Books *once a month*—vide paragraph 4 of Section I of the Manual; and paragraph 13 of Section II. of the Manual provides for Range Officers' Cash Abstract Books being posted from the Range and Talook Cash Accounts.

No 40. ORDER THEREON, 2nd May 1871, No. 1,220.

ACCOUNT, No. 6.

As the Circulars of the Accountant-General of the Public Works Department, No. 42 of 1870 and No. 2 of 1871,

*Proceedings of the Madras Government, Public Works Department,
2nd May 1871.*

in which the documents referred to in the letters above quoted are required to be prepared, were promulgated under the sanction of the Government of India, this Government do not feel themselves competent to authorize the orders contained in those Circulars to be set aside.

(True Extract)
(Signed) J. CARPENDALE, Colonel, R. E.,
Secretary to Government.

To the Acting Superintending Engineer, 1st Division.
.. Controller of Public Works Accounts, with two enclosures.

No. 16

From

Major J. H. Hunter M.E.
Acting Superintending Engineer

1st Division

To

Colonel C. S. Orr M.E.

Secretary to Government D. P. W.
MADRAS

SIR,

I am forwarding herewith Copy of a letter from the Executive Engineer in charge of Nos 1 and 2 Rangis Godowny, relative to the difficulty experienced by him in keeping up the new form of Cash Abstract Book, lately circulated by the Controller of Public Works Accounts for the guidance of Officers in charge of Ranges, from daily reports of the Cash transactions & entered in by Subordinate disbursing Officers, I have the honor to state that, I fully concur in all that Captain Hastel states, and as the object in view by the Government General Public Works Accounts, will be fully gained by the submission to the Controller of Public Works Accounts, Madras, of the Bi-monthly statements referred to in para 5 of Captain Hastel's letter, I

Truly

...and more waste of time.

Ag. Supg. *Agave* 100. Du

to the
1871

1871 Dept
 1871
 1835

The Deputy Engineer
 The Secretary to Government
 P.W. Department
 Madras.

Dated 14 April 1871
 Recd. 10 April 1871

Forwarded copy of a letter
 from the Executive Engineer
 in charge Nos 1411 Range
 Godavery relative to the dif-
 ficulty experienced by
 him in keeping up the
 New Form of Cash Ab-
 stract Book lately cir-
 culated by the Controller
 of P.W. Department.

Referred to the
 Controller of P.W. Accounts
 for such observations
 as he may have
 to offer.

Wm. A. M. Collee
 Secy to Govt.

15 April 1871.

1038

No 560

Camp Dowlaism
 Executive Engineer's Office
 16th March 1871.

From The Officer in charge
 Nos 1411 Range
 Godavery District.
 To, The Superintending Engineer
 P.W. Division
 Dowlaism

Sir,
 1 In acknowledging the receipt of
 your Memo No 3989 accompanying letter
 from Controller I have the honor to inform
 you that under the instructions conveyed by
 the Controller, the P.W. monthly lists of cheques
 can be made out without difficulty, but to
 keep up the Cash Abstract Book as directed,
 from daily reports of Cash transactions to be
 sent in by Subordinate disbursing Officers
 seems to me hardly practicable.

2. In my Range there are at present
 12 Subordinate disbursing Officers, several
 of them at a considerable distance from
 Head Quarters, and the reports must necessarily
 reach the Range Office very irregularly.

the report from the lower part of the Nazam
Island, for instance, would generally be
at least one day behind those in the Eastern
Delta, and to make the Heads of Account
to be separated in the Range it will be
necessary to have a complete copy of Cash
Book for the day sent by every Subordinate

3 I cannot agree with the Accountant
General that the submission of these returns
will not give the Executive Branch of the
Department any work or trouble at all,
on the contrary I mention that it entails
work, and anxiety on the Range Officer
who has to write probably over a hundred
Cheques in the Month, or the disbursing
Subordinate who is required to submit a
daily account, and as the Range Accountants
who have to abstract from all these
accounts daily, and to prepare additional
accounts.

4 My own Office is already over-
worked, the Office hours are now 9 hours
a day, and a great deal of work there
remains

remains to be done after hours. The com-
-pilation of 12 different daily accounts
besides the preparation of the Bi-monthly
Statements must be a heavy addition to the
work.

5 For the present I have directed
the disbursing Subordinates to send Bi-monthly
Statements of their Cash transactions from
which I can separate the Cash transactions
under the proper heads, and prepare the
Statements required. I venture to hope
that on your representation, this will be
deemed sufficient. The range being ex-
-tensive, the Statements cannot be got
in for 2 days after the 15 days have
expired, and as it very frequently happens

I am away from Head Quarters and
the staff takes 2 days to reach me,
I cannot hold out any hopes of the
Statements being submitted earlier than
the 14th & the 20th of each month.

6 In writing thus, I have no wish
to throw difficulties in the way of preparing the
the necessary accounts, but looking to the
time

11205
S. H. ~~1655~~ / 31
Nov. 2. May 1711 A.D. 855

21st January 1871.
Q. Several representations
have been made to me of the
additional work that those
circles have thrown upon

Range Office Establishment.
In my own Office, the work of
the Appropriation Branch has
been materially added to, and
I fear that, notwithstanding
the strenuous efforts made
by the members of that Depart-
ment to meet the additional
demands, ~~and~~ upon their
time and attention no extra
work will be left to me but
to apply for an increased
Establishment to cope with the
extra work thrown not only
upon the Appropriation, but
also on the Book, and Salary
Branches of the Office during
the past fifteen months.

3. The Manual requires
the maintenance of such Abstracts
of Receipts and Disbursements,
by Clause IV of part I of General
Instructions of the 30th
November 1870 which
requires the Book to be written
up daily. This, as I understand
it, means that the transactions
of the Range Office shall be

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written up daily, as they occur,
and those of the Deputy Overseer, on the
receipts of the latter's daily cash
disbursements in the Range Office.
With respect to Range Officers, received
Copies of their Overseer's cash
Books once a month. Under para-
graph 1 of the Manual,
and para 13 of Section II of the
Manual provides for Range
Officers' Cash Abstract Books
being kept from the Range
and their Cash accounts.
I have the honor to be

your most obedient servant

S. Hoyle

Comptroller of Public Works Account

W. C. L.

Public Works Department 17d

No. 1220
Proceedings of the Madras Government
Under date the 2nd April 1871

From the Sup. Eng. 1st Sec. (119. No. 16 of 4 April 71)
From the Controller of P.W. Accounts. (H.E. No. 102 of 14th April 1871)

As the Circulars of the Accountant General of the Public Works Department No. 42 of 1870 and No. 2 of 1871, in which the documents referred to in the letters above quoted are required to be prepared, were promulgated under the sanction of the Government of India, this Government do not feel themselves competent to authorize the orders contained in

N.

To the Secy to Govt. of Madras
The (Archd) and
P.W. Accounts
The Secy to Govt.
of Madras
119. No. 16 of 4 April 71
H.E. No. 102 of 14 April 1871

Chas. C. M.
119. No. 16 of 4 April 71
H.E. No. 102 of 14 April 1871

Respecting the means
on the subject of the
provision of the
Office in giving effect
to the instructions
issued in relation
to the construction
of the new and
new forms of the
H.E. No. 102 of 14 April 1871

Obey
to 22 April 1871

in those circulars to be
set aside.

W. B.

So,

The Supergrange 1st Div.
Controller P. W. Acosta
with 2 En.

Dec 12 5/3/71

622nd April 71 R-241

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in those circulars to be
set aside.

GOVT OF 1871 Madras.

PUBLIC WORKS.

The *Superintending Engr*
1st Division

Dated

At

G. O. 2nd May 1871, No 1220.

Nos. 38 @ 110

[Faint handwritten notes, possibly a list or description of items, mostly illegible due to fading.]